



JOB REQUISITION

Payables and Contracts Assistant

BKM Management Company is a growing firm and we are looking for driven, entrepreneurial professionals that want to grow with us and are passionate about their work. Located in our Newport Beach California office, the Payables and Contracts Assistant will play an integral role by being responsible for performing the property level Vendor Payables coding and processing as well as Contracts Administration functions for multi-tenant industrial properties.

The Job Essentials:

- Reconciles vendor statements with accounting system records as requested
- Organizing, coding, entering and posting all invoices into the accounting system within tight deadlines for weekly and period close
- Manages invoice imaging/scanning process
- Assist in the review of the tenant rent, CAM, operating expense, tax, or insurance reimbursement reconciliation as required
- Prepare Construction Contracts as requested by managers
- Enter construction contracts in Yardi construction management program
- Assist Accounts payable specialists with loan draws
- Obtain conditional and unconditional lien releases from Contractors
- Obtain vendor information including W-9 forms for new vendors
- Assist with any special projects and other administrative duties as requested
- Perform general copying, scanning, faxing, and filing functions as needed

The Qualifiers:

- Bachelor's degree in Accounting, Business Administration, Finance or related degree a plus
- Yardi Voyager & Payscan experience a plus
- Strong organizational skills with a keen attention to detail
- Motivated and results-driven with strong work ethic
- Multi-task while prioritize competing deadlines
- Work well under pressure with minimum supervision
- Ability to time manage self and take ownership of work

The Perks:

- Competitive Pay
- Medical, Dental, Vision and Life Insurance
- Paid Time Off
- 401k Plan
- Professional Development Resources
- Fun Work Vibe

Selection Process: Please submit resume and cover letter with salary history to info@bkmcapitalpartners.com. Don't fret if you don't hear from us immediately. We are growing and always looking for talented, hardworking people like you.



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What We're All About

Headquartered in Newport Beach, California, BKM Management Company is a fund manager specializing in the acquisition and improvement of value-add multi-tenant industrial properties in metro areas across the Western U.S. Combining a deep knowledge of this niche industrial product type with in-house capabilities including on-site property management, asset management, and structured financing, the firm continues to build on its proven track record, generating strong results with high levels of transparency and engagement for investors. We are an Equal Opportunity Employer.

Additional information is available at www.bkmcapitalpartners.com.